



DEPARTMENT OF THE ARMY
UNITED STATES ARMY NORTH ATLANTIC TREATY ORGANIZATION
UNIT 21420
APO AE 09705-1420

ACDP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USANATO Policy Letter 4, Retention Program

1. Reference AR 601-280, Army Retention Program, 31 March 1999.
2. I am the USANATO Retention Officer and I want to ensure that commanders are constantly involved in the USANATO Retention Program. What we do affects the development of Soldiers and influences their decision to stay in the Army. Commanders will do their part in maintaining the Army's end-strength by reenlisting our best Soldiers.
3. To retain a sufficient number of high-quality Soldiers, leaders must make a commitment to their well-being. Such a commitment encourages retention and helps maintain professionalism and esprit. Leaders must recognize that the decision to reenlist or separate from the Army is a personal one between the Soldier and his or her family. To help them make that decision, leaders will ensure that career counselors are available to provide Soldiers and their families with the information they need to decide whether or not to stay in the Army.
4. When advising Soldiers, leaders and retention personnel will ensure that Soldiers are aware of the Reserve Component (RC). The RC is an integral part of the commander's total retention program and a vital part of our Nation's defense. Leaders therefore must encourage high-quality Soldiers who choose not to continue active service to consider RC options.
5. Commanders at all levels will establish an awards retention program to recognize their unit reenlistment achievements. Commanders will also recognize Soldiers who reenlist or decide to become part of the RC by giving them a 3-day pass on my behalf.
6. The retention of high-quality Soldiers is a responsibility shared by all leaders. By working as a team, we will have a positive effect on our combat readiness by retaining qualified, skilled, and experienced Soldiers.

A handwritten signature in black ink, appearing to read "D. McKiernan", is positioned above the typed name.

DAVID D. McKIERNAN
General, USA
Commanding

DISTRIBUTION:
A, B, and C

This letter is available at <http://www.usanato.army.mil>.